

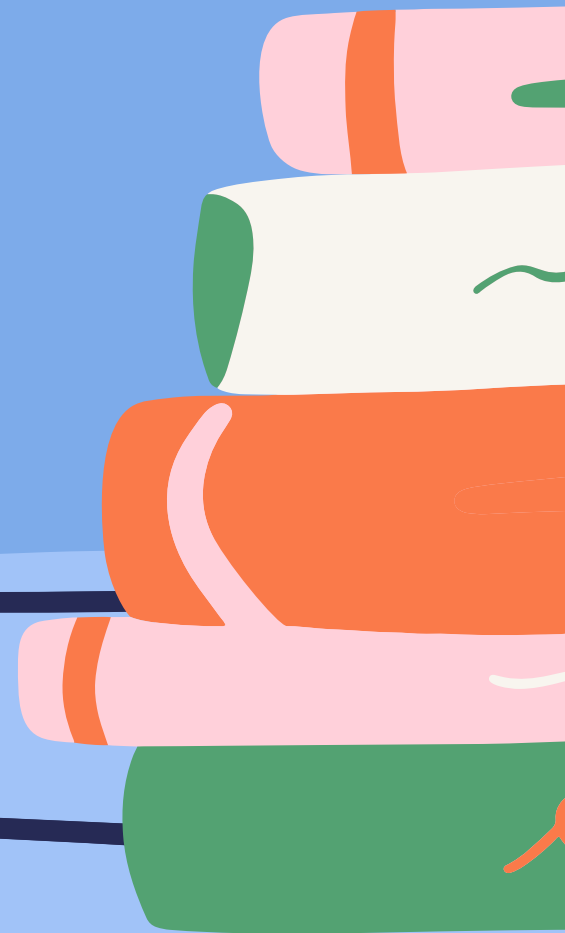


CITY OF SAN ANTONIO  
**NEIGHBORHOOD & HOUSING  
SERVICES DEPARTMENT**

NEIGHBORHOOD ENGAGEMENT TEAM

# How to create a Facebook Group

for Neighborhood Associations



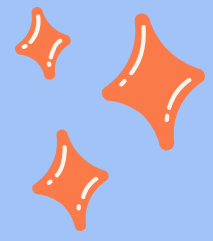


# CREATING A **FACEBOOK** GROUP IS A GREAT WAY TO BRING YOUR NEIGHBORS TOGETHER



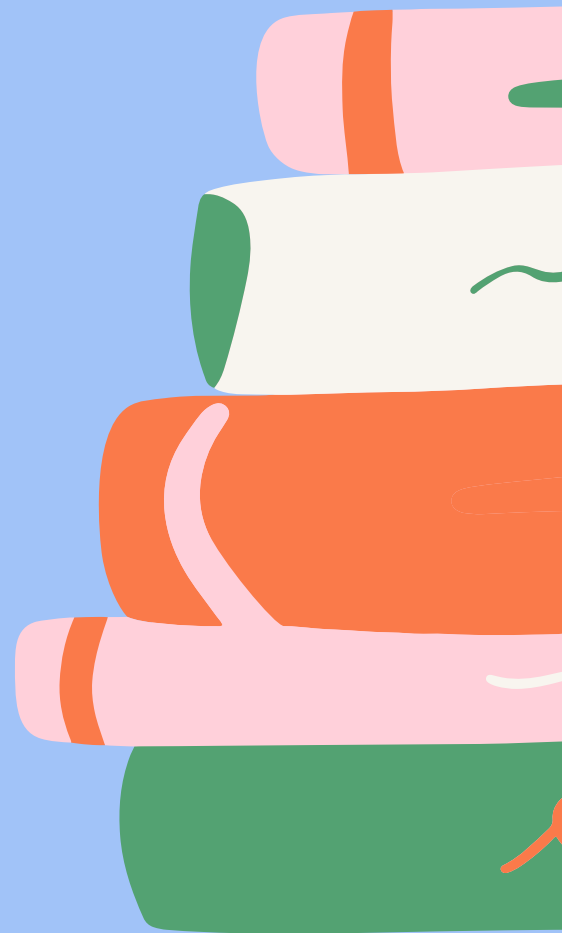
Follow these Step-by-Step Instructions

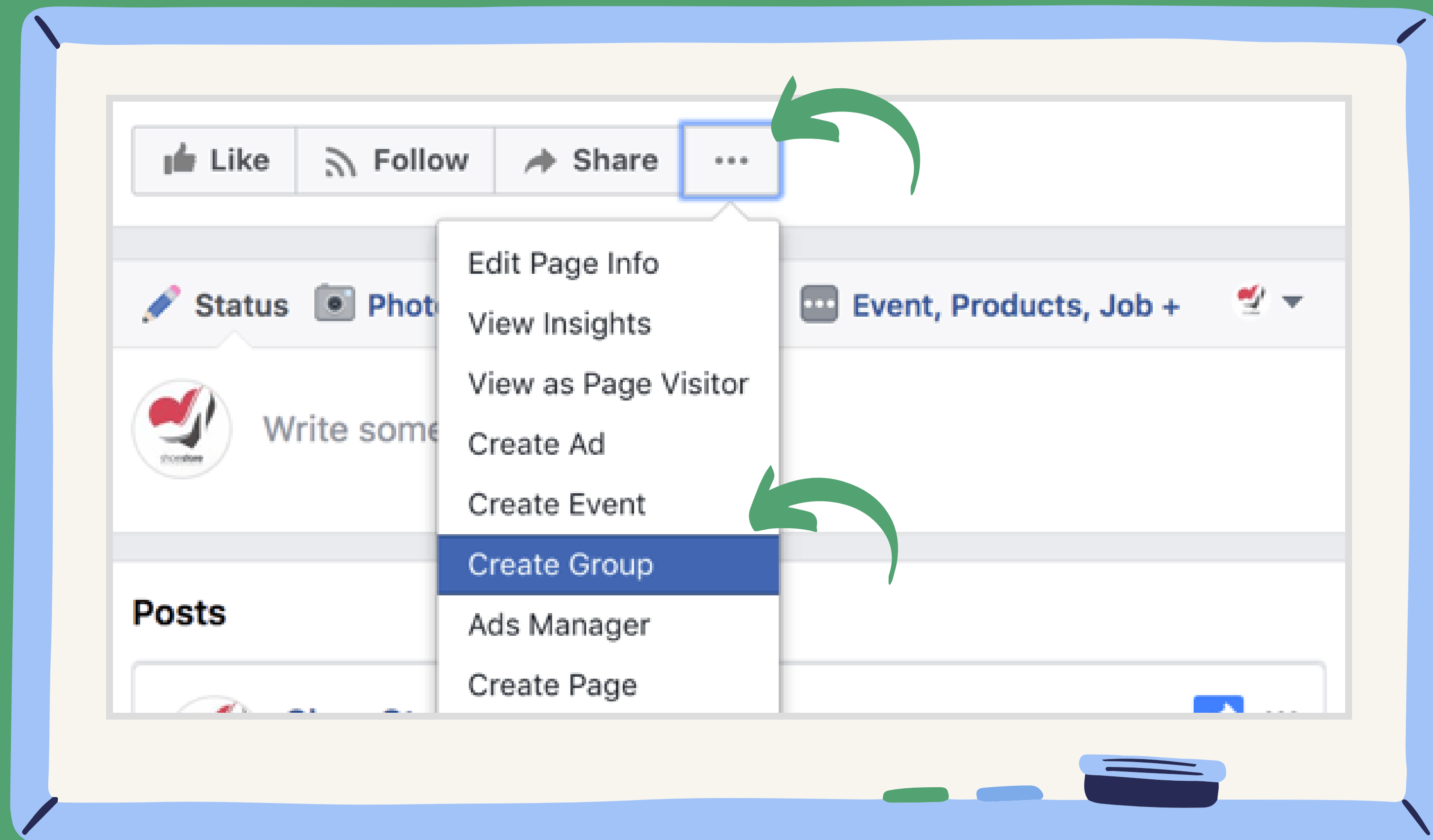




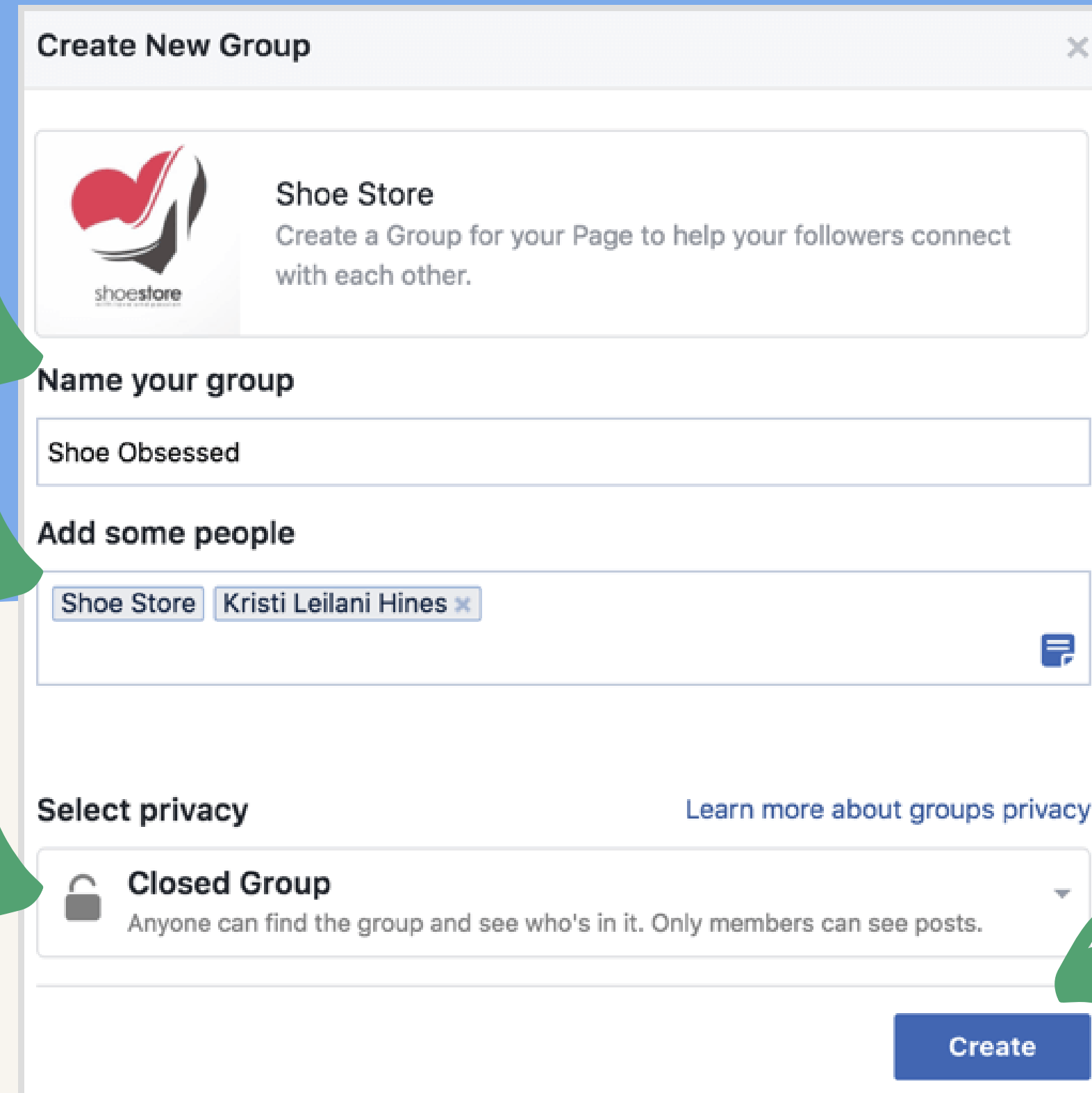
# CREATE A FACEBOOK GROUP WITH YOUR CURRENT FACEBOOK PAGE

If you're interested in starting a Facebook group and want to manage it with, and post as your page, click the three dots button on your page and choose the Create Group option.






On the following screen, enter the name of the group, add people, configure the group's privacy settings, and click Create to finish.



The image shows a 'Create New Group' dialog box with a close button (X) in the top right corner. It features a header section with a logo and a title. Below this are three main sections: 'Name your group' with a text input field, 'Add some people' with a list of added members, and 'Select privacy' with a dropdown menu. A 'Create' button is located at the bottom right. Green arrows point to the 'Name your group' input, the 'Add some people' list, the 'Select privacy' dropdown, and the 'Create' button. A green cup with markers is on the right, and white decorative lines are on the left.

Create New Group

 **Shoe Store**  
Create a Group for your Page to help your followers connect with each other.


**Name your group**

Shoe Obsessed

**Add some people**

Shoe Store Kristi Leilani Hines

**Select privacy** [Learn more about groups privacy](#)


 **Closed Group**  
Anyone can find the group and see who's in it. Only members can see posts.

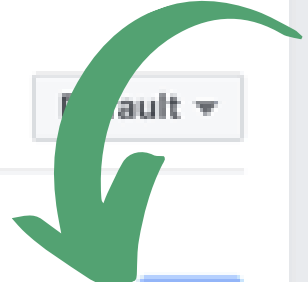
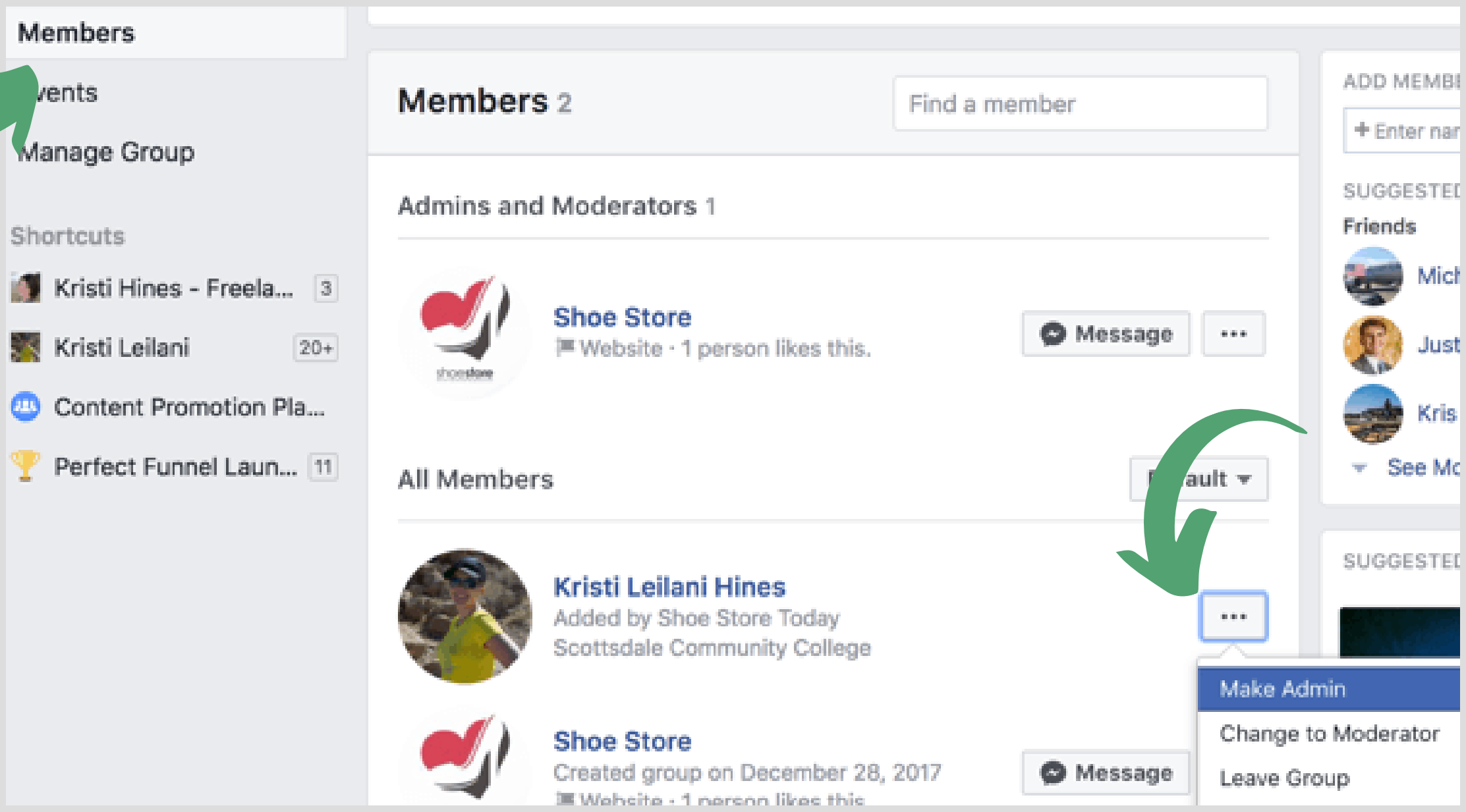
Create



WHILE YOUR FACEBOOK PAGE CAN BE THE **ADMIN** OF YOUR GROUP, YOU MAY WANT TO ADD YOUR PERSONAL PROFILE TO THE GROUP (AS AN ADMIN) AS A BACKUP SO YOU CAN MANAGE THE GROUP AS **BOTH** YOUR PAGE AND **YOUR** PROFILE.

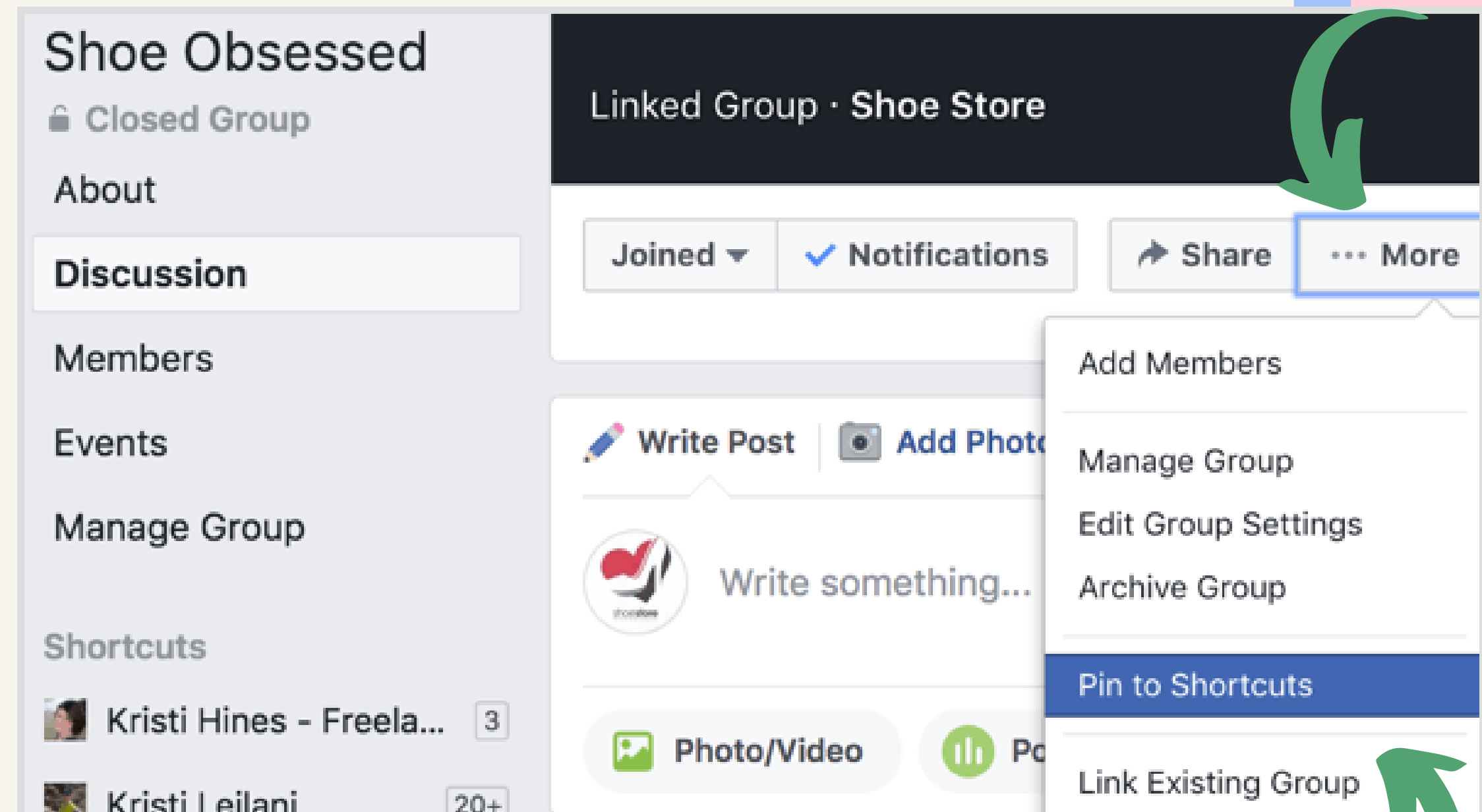


TO MAKE YOUR PROFILE AN ADMIN,   
GO TO THE GROUP'S MEMBERS TAB,  
CLICK THE THREE DOTS BUTTON  
NEXT TO YOUR NAME, AND SELECT  
MAKE ADMIN FROM THE DROP-DOWN  
MENU.



# FROM HERE, YOU CAN FINISH THE SETUP OF YOUR GROUP AS YOUR PAGE.

Start by adding the group to your shortcuts so you can easily access it from your left sidebar throughout Facebook. Click the More button and select Pin to Shortcuts.





Next upload your cover photo.



### Personalize Your Group

Did you know that you can add a photo here?  
Pick one that shows off your group's personality.

Upload Photo

Choose Photo ▼



Linked Group · Shoe Store

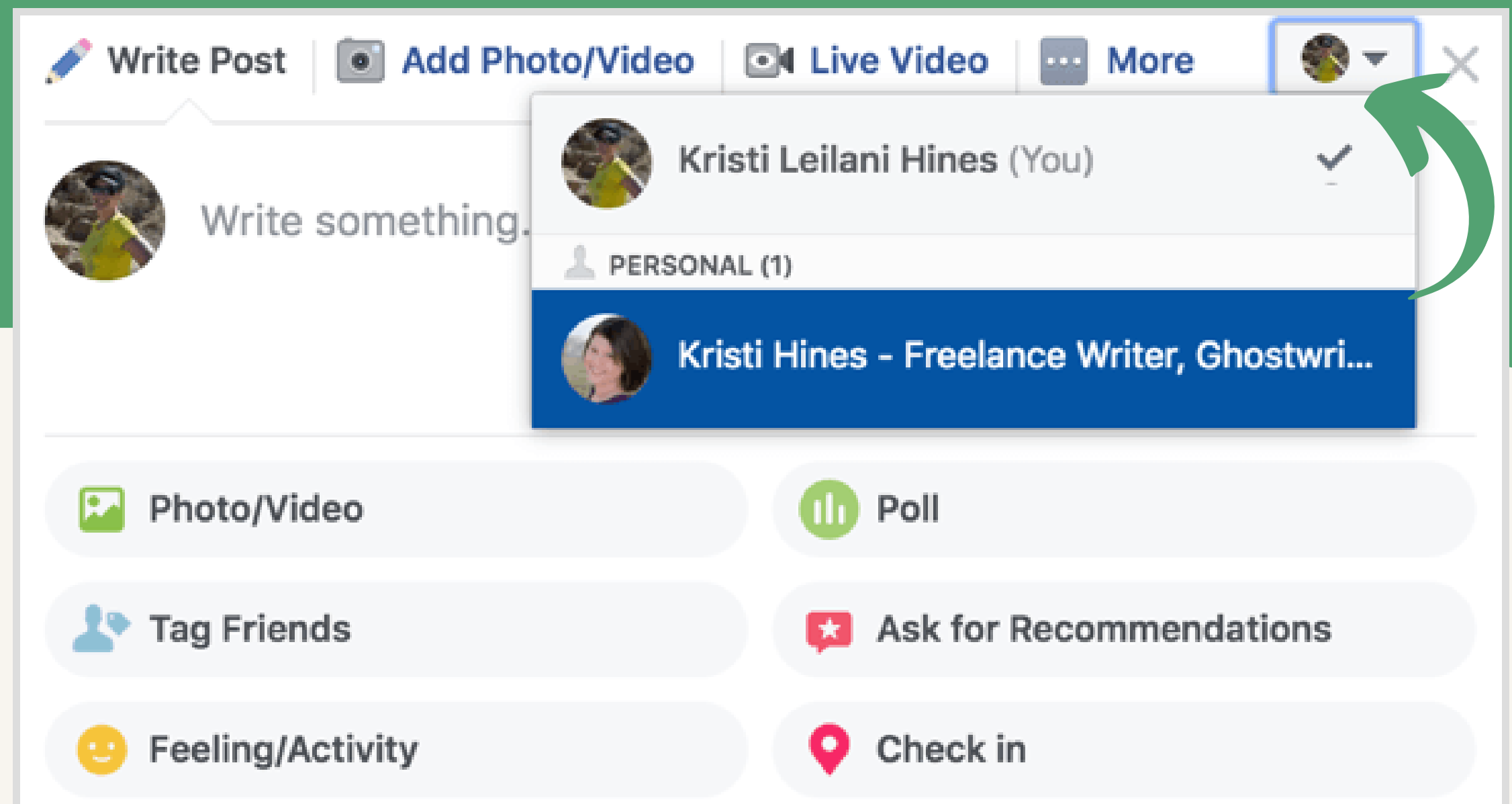
Joined ▼

✓ Notifications

➦ Share

... More

IF YOU ADDED YOURSELF AS AN **ADMIN**,  
YOU CAN POST WITHIN YOUR GROUP AS  
YOUR PAGE OR AS YOUR PROFILE USING  
THE DROP-DOWN MENU IN THE STATUS  
UPDATE BOX



# QUESTIONS? CLARIFICATIONS?

Please feel free to contact us!

